

Request for Transcript/Records

This form is used to request transcripts/records for students who have previously attended Houston County High School. Please provide the requested information below to ensure accuracy. **A signature and a photo ID are required in order to release confidential information.**

Name(s) used
while attending
HCHS

_____ *Last* _____ *First* _____ *Middle*

Current name
(if different)

_____ *Last* _____ *First* _____ *Middle*

Student's S. S. # _____

Student's Birth Date _____

Current address _____

_____ *City* _____ *State* _____ *Zip*

Current phone #

(Home) _____

(Cell) _____

Indicate the year that you last attended HCHS _____

I received a diploma

I dropped out

I received a GED

I attended Adult
High School

Purpose of request: Employment Education Personal Other _____

Indicate which records you are requesting a copy of:

High School Transcript

Elementary/Middle School Transcripts

Immunization Records

Birth certificate

Other _____

Indicate who/where you want the records sent:

Mail

Fax

Name _____

Address _____

Phone number _____

Fax number _____

Office use: Processed by _____

Date _____